

PERSONNEL/HUMAN SERVICES COMMITTEE

A G E N D A

TUESDAY, APRIL 19, 2022

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.		
	I	CALL TO ORDER
	II	ROLL CALL
1- 4	III	MINUTES (MARCH 15, 2022)
	IV	PUBLIC INPUT
	V	PETITIONS AND COMMUNICATIONS
5- 6	A.	Committee Chair Johnson - Generational Care Project - ARPA Funding (Proposed resolution attached)
	B.	Bay County Prosecutor - Vacancies (Seeking authorization to post/fill; seeking authorization to post/fill vacancy that may result from filling position(s) from within department - proposed resolutions attached)
7- 8	1.	Senior Legal Secretary (TU08, full time, \$17.10/hr. entry)
9-10	2.	Legal Secretary (TU08, full time, \$15.54/hr. entry)
11-13	C.	Retirement Administrator - Military Service Time for Retirement Purposes - Arthur Kleinert (Sheriff Group) (Seeking approval to purchase seven (7) months of active service time for retirement purposes - proposed resolution attached)
14-15	D.	Board Coordinator - Document Scanning Project (Seeking appropriation of up to \$80,000 to scan decades old Board resolutions and documents; authorization to hire temporary help for scanning project; approval of required budget adjustments - proposed resolution attached)
16	E.	Transportation Planner - Proposed 2023-2026 Transportation Improvement Plan for the Bay City Transportation Study Area, out for Public Notice (Receive)
17-18	F.	Health Department - Travel to 2022 National Tuberculosis Conference (Seeking approval of travel request for Emily Nelson; approval of required budget adjustments - proposed resolution attached)
19-20 & 23	G.	Personnel Director - Vacancies (Seeking authorization to post/fill - proposed resolution attached)
	1.	9-1-1 Central Dispatch: Dispatcher (full time; \$16.17/hr. entry)
	2.	Department on Aging
21	a.	In-Home Service Worker (part time; \$11.13/hr. entry)
22	b.	Case Manager (full time; \$19.39/hr. entry)
24-25	H.	Office of Assigned Counsel - February 2022 Report (Receive)

- VI REFERRALS
- VII UNFINISHED BUSINESS
- VIII NEW BUSINESS
- IX MISCELLANEOUS
- X ANNOUNCEMENTS
- XI ADJOURNMENT

PLEASE NOTE:

THE COMMITTEE CHAIR HAS REQUESTED THAT ANY ELECTED OFFICIAL, DEPARTMENT/ DIVISION HEAD PLACING AN ITEM ON THIS AGENDA BE PRESENT OR HAVE A REPRESENTATIVE PRESENT TO SPEAK TO THEIR REQUEST AND/OR ANSWER ANY QUESTIONS POSED BY COMMITTEE MEMBERS.

Join Zoom Meeting

<https://us02web.zoom.us/j/81694266170>

Meeting ID: 816 9426 6170

Passcode: 547697

One tap mobile

+13126266799..81694266170#....*547697# US (Chicago)

+19292056099,,81694266170#,,,,*547697# US (New York)

The County of Bay will provide necessary and reasonable auxiliary aids and services such as signers for the hearing impaired and audio tapes of printed materials to individuals with disabilities upon 10 days' notice to the County of Bay. Individuals with disabilities requiring auxiliary aids or services should contact the County of Bay by writing or calling:

Amber Davis-Johnson, ADA Coordinator

Corporation Counsel

515 Center Avenue

Fourth Floor, Bay County Building

Bay City, MI 48708

(989)895-4131

PERSONNEL/HUMAN SERVICES COMMITTEE

MINUTES

MEETING OF THE PERSONNEL/HUMAN SERVICES COMMITTEE ON TUESDAY, MARCH 15, 2022, in the Commission Chambers, Fourth Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708.

Call to order @ 4:02 P.M. by Chair Johnson.

Roll call:

MOTION NO.

COMMISSIONERS PRESENT		1	2	3	4	5	6	7	8	9	10	11
JAYME A. JOHNSON, CHAIR	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
ERNIE KRYGIER, VICE CHAIR	P	Y	S/Y	M/Y	Y	M/Y	Y	M/Y	Y	Y	M/Y	M/Y
MARIE FOX	P	Y	Y	Y	Y	Y	S/Y	S/Y	Y	S/Y	Y	Y
VAUGHN J. BEGICK	P	Y	Y	Y	Y	S/Y	Y	Y	Y	Y	Y	Y
KIM COONAN	P	Y	M/Y	S/Y	Y	Y	Y	Y	M/Y	Y	Y	Y
KAYSEY L. RADTKE	P	S/Y	Y	Y	S/Y	Y	Y	Y	S/Y	Y	S/Y	S/Y
THOMAS M. HEREK, EX OFFICIO	P	M/Y	Y	Y	M/Y	Y	M/Y	Y	Y	M/Y	Y	Y

MOTION NO.

COMMISSIONERS PRESENT		12	13	14	15	16	17	18	19	20	21	22
JAYME A. JOHNSON, CHAIR		Y	Y	Y								
ERNIE KRYGIER, VICE CHAIR		Y	Y	M/Y								
MARIE FOX		Y	Y	Y								
VAUGHN J. BEGICK												
KIM COONAN												
KAYSEY L. RADTKE												
THOMAS M. HEREK, EX OFFICIO												

MOTION NO.

COMMISSIONERS PRESENT		23	24	25	26	27	28	29	30	31	32	33
JAYME A. JOHNSON, CHAIR												
ERNIE KRYGIER, VICE CHAIR												
MARIE FOX												
VAUGHN J. BEGICK												
KIM COONAN												
KAYSEY L. RADTKE												
THOMAS M. HEREK, EX OFFICIO												

OTHERS PRESENT: J.BARCIA, C.GIGNAC, C.GOULET, A.DAVIS-JOHNSON, C.IZWORSKI, T.JERRY, R. BYRNE, M.MCNALLY, P.BESON, R.GALE, R.MANZ, J.STRASZ, D.NEERING, C.HILL, T.STEWART, T.CUNNINGHAM, A.LEBEAN, J.PETERS, N.PAIGE, D.BERGER

PRESENT VIA ZOOM: J.COPPENS

M-MOVED; S-SUPPORTED; Y-YEA; N-NAY; ABS-ABSTAIN; E-EXCUSED; A-ABSENT

-/-

PERSONNEL/HUMAN SERVICES COMMITTEE

MINUTES

TUESDAY, MARCH 15, 2022

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MOTION NO. _____

NOTE: In addition to these typed minutes which provide an overview of the meeting and are not verbatim, this Committee meeting was also video taped and those tapes are available for review in the Executive's Office or can be viewed on Bay County's website www.baycounty-mi.gov/executive/videos.

- 1 MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE FEBRUARY 15, 2022 PERSONNEL/HUMAN SERVICES COMMITTEE MEETING AS PRINTED.**

Item A on the agenda re ARPA funding for Generational Care Project was withdrawn at this time pending further review.

- 3 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF REINSTATEMENT OF A COMMAND OFFICER (LIEUTENANT) POSITION AT THE SHERIFF'S OFFICE AND AUTHORIZATION TO BACKFILL A POSSIBLE RESULTING VACANCY WITHIN THE DEPARTMENT (SHERIFF).**
- 4 MOVED SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO PAY PATROL DEPUTY'S A STARTING WAGE OF \$23.18 PER HOUR AND TO ADJUST THE PAY OF TWO (2) NEWLY HIRED DEPUTIES TO THE NEW RATE (SHERIFF).**
- 5 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF A STUDENT WORK OPPORTUNITIES AGREEMENT WITH THE BAY ARENAC INTERMEDIATE SCHOOL DISTRICT (ANIMAL SERVICES).**
- 6 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF REQUEST TO PURCHASE ONE YEAR AND THREE MONTHS OF ACTIVE MILITARY SERVICE BY DUSTIN BOX (SHERIFF'S OFFICE) FOR RETIREMENT SERVICES (RETIREMENT).**
- 7 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROFESSIONAL SERVICES AGREEMENT WITH SALLY WARREN (DEPARTMENT OF CRIMINAL DEFENSE).**
- 8 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE AFFILIATION AGREEMENT WITH DELTA COLLEGE FOR PHLEBOTOMY SERVICES (HEALTH DEPARTMENT).**

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PERSONNEL/HUMAN SERVICES COMMITTEE

MINUTES

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MOTION NO.

- 9 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF REAUTHORIZATION OF THE GENERAL SERVICES AGREEMENT WITH SVSU (HEALTH DEPARTMENT).**
- 10 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE BAY COUNTY HAZARD MITIGATION PLAN (EMERGENCY SERVICES).**
- 11 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO FILL THE FOLLOWING VACANCIES:**
- A. 911 Central Dispatch:**
- 1. Dispatcher (full time; \$16.17/hr. entry)**
- 2. Assistant Director (full time; \$20.31/hr. entry)**
- B. Juvenile Home:**
- 1. Youth Development Worker (full time; \$15.54/hr. entry)**
- 2. Supervisor (full time; \$21.76/hr. entry)**
- C. County Clerk: Typist Clerk III (part time; \$14.01/hr. entry)**
- D. Civic Arena: Civic Arena Manager (full time; \$20.52/hr. entry or highest step (\$22.36) if necessary)**
- 11 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF A NEW POSITION, PROGRAMMING COORDINATOR, AT THE CIVIC ARENA (PERSONNEL/RECREATION & FACILITIES).**
- 12 MOVED, SUPPORTED AND CARRIED TO RECEIVE THE 2021 YEAR TO DATE REPORT PROVIDED BY THE OFFICE OF ASSIGNED COUNSEL.**
- 13 MOVED, SUPPORTED AND CARRIED TO RECEIVE THE JANUARY 2022 REPORT PROVIDED BY THE OFFICE OF ASSIGNED COUNSEL.**

Commissioner Coonan questioned authorization to hire the attorney working on the ARPA funding issue. Corporation Counsel indicated that, pursuant to the Civil Counsel guidelines, Corporation Counsel is authorized to hire and \$20,000 is budgeted for that purpose. Discussion centered on the question of

PERSONNEL/HUMAN SERVICES COMMITTEE

MINUTES

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MOTION NO.

disbursement of ARPA funding to those entities already approved. The Boys and Girls Club funding will be disbursed in the next couple of weeks, Bay Future in the next 30 days and the Bay Area Community Foundation is pending completion of a software install at the Community Foundation so that disbursement may be made in the Summer or Fall. Commissioner Begick cautioned that based on recent information, the government may be requesting ARPA funds back as there are concerns nationally about how funds are being disbursed. It may be prudent to allocate this funding. Commissioner Krygier was of the opinion that funds should be disbursed sooner than later. He voiced concerns about this Board losing control of the funding and noted that the veterans may not get their funding until 2023 at the rate this is going. It was pointed out that as far as attorney fees, \$20,000 may not be enough and additional funds may have to be appropriated. Commissioner Coonan felt the County's handling of ARPA funding is piecemeal and should have been handled like the City of Bay City. Board Chair Herek, in talking to some City Commissioners, noted that not all the City Commissioners are not happy with the City's handling of the ARPA funds distribution and felt the County's approach is better. County Executive Jim Barcia pointed out that the attorney working with Bay County is also working with other units of government and is well-versed in the process. The Federal government is having second thoughts on how ARPA funds are being spent.

Commissioners Begick encouraged everyone to attend the St. Pat's Day Parade which is Sunday, March 20th - the weather forecast looks great for that day. Commissioner Radtke outlined the 5K and 10K races and road closures.

Craig Goulet, Director of Administrative Services, again mentioned the upcoming, April 2, 2022, Carnival for Catery event.

There being no further business, it was

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MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:30 P.M.).

Submitted by:

Deanne Berger

**Deanne Berger
Board Coordinator**

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BAY COUNTY BOARD OF COMMISSIONERS

APRIL 19, 2022

RESOLUTION

- BY:** PERSONNEL/HUMAN SERVICES COMMITTEE (4/19/2022)
- WHEREAS,** During COVID -19 many childcare facilities closed resulting in a need in Bay County for additional child care facilities; and
- WHEREAS,** On February 1, 2022 a presentation was made to the Bay County Board of Commissioners regarding an Inter-Generational Care Project, which would combine senior care services with childcare care services on one campus; and
- WHEREAS,** New Hope Bay owns a 1,000 sq. ft. structure in Hampton Township, which is located within Bay County; and
- WHEREAS,** New Hope Bay desires to expand the Hampton Township structure to add an additional 1,000-1,200 sq. ft. to the existing structure to serve infant/toddlers, as infant/toddler care is the most in-demand type of care; and
- WHEREAS,** New Hope Bay would be working with MiHIA, who would be the fiduciary and administrative leader, responsible for the project, managing the budget and allocation of resources, and recruiting additional stakeholders to assist in the funding and financing of the work; and
- WHEREAS,** MiHIA, on behalf of New Hope Bay is requesting \$300,000 of ARPA funds from the County for this project; and
- WHEREAS,** This is a shovel ready project that will deliver much needed childcare options for area ALICE residents who reside in Bay County in an affordable format with collaboration through the Tri-Share pilot program; and
- WHEREAS,** Work will be completed within 4-6 months of funding and a childcare study will be completed by Spring 2022 so as to benchmark childcare data in order to measure the impact of this project; and
- WHEREAS,** The requested allocation is \$300,000 of ARPA funds with no impact to the general fund; and
- WHEREAS,** This proposal was deemed worthy of consideration for funding as a part of the work group that vetted project proposals from 2021; Therefore, Be it
- RESOLVED** That the Bay County Board of Commissioners approves the allocation of \$300,000 in ARPA funding to the Inter-Generational Care Project; Be it further
- RESOLVED** That this appropriation is contingent upon New Hope Bay providing evidence satisfactory to County Corporation Counsel that New Hope Bay owns the property and the facility, that Hampton Township has approved the Inter-Generational Care Project, agrees to a contract and reporting agreements, as determined by the leadership of the Inter-Generational Care Project and County Corporation Counsel and in accordance with ARPA Guidelines; Be It Further
- RESOLVED** That pursuant to 2 CFR part 200, subpart D, being Section 200.316, the real property that is improved with a Federal award may be required to be held in trust by Bay County as trustee for New Hope Bay of the project under which the property was improved. In addition, the Federal awarding agency may require Bay County to record liens or other appropriate notices of record to indicate that the real property has been acquired or improved with a Federal award and that use and disposition conditions apply to the property; Be It Further

RESOLVED That when the appropriate agreements and reporting requirements are finalized, Administration will bring the proposed agreements to the Board for approval and authorization for the Board Chair to sign.

**JAYME A. JOHNSON, CHAIR
AND COMMITTEE**

Generational Care Project – ARPA Funding

Resolution sponsored by Commissioner Jayme A. Johnson, 7th District

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MARIE FOX				KIM J. COONAN				JAYME A. JOHNSON			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
 AMENDED _____ CORRECTED _____ REFERRED _____ NO ACTION TAKEN _____

BAY COUNTY PROSECUTING ATTORNEY

NANCY E. BORUSHKO

TO: Jayme Johnson
Chair, Personnel/Human Services Committee

FROM: Nancy E. Borushko *NEB*
Bay County Prosecutor

RE: Request to fill Senior Legal Secretary position

DATE: March 29, 2022

Request: To be placed on the Agenda for the next Personnel/Human Services Committee.

Background: Request to fill a Senior Legal Secretary position, a TU-08 position, due to an upcoming retirement. A senior clerical assistant works as lead clerical for lower level clerical, serves as an administrative assistant/secretary to the Prosecutor and/or his/her designee, as well as being responsible for payroll. This position requires emphasis on legal document preparation and typing, familiarity with legal terminology and absolute confidentiality.

It is important that this position be filled prior to the current employee leaving, so that there can be a seamless transition.

Also at this time I request permission to fill the TU-07 position if the TU-08 is filled from within my current staff.

Finance: This is a full-time position with benefits. Funds exist within the current Prosecutor budget. No additional funds are being requested as they remain in the budget.

Recommendation: I am requesting that this be referred to the full board for approval to fill this position and to fill the TU-07 position left vacant, if the TU-08 is filled from within.

cc: Tiffany Jerry, Personnel
Tom Herek, Board Chair
Chris Izvorski, Finance Director
Kimberly Pressnitz, Asst Finance Officer
Amber Johnson, Corporation Counsel

BAY COUNTY COURT FACILITY, 1230 WASHINGTON, STE. 768, BAY CITY, MI 48708

TELEPHONE (989) 895-4185 FAX: (989) 895-4167
TDD [HEARING IMPAIRED] (989) 895-2059

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BAY COUNTY BOARD OF COMMISSIONERS

APRIL 19, 2022

RESOLUTION

- BY:** PERSONNEL/HUMAN SERVICES COMMITTEE (4/19/2022)
- WHEREAS,** Due to an upcoming retirement, the Bay County Prosecutor wishes to fill a Senior Legal Secretary vacancy in the Prosecutor's Office; and
- WHEREAS,** A senior clerical assistant works as lead clerical for lower level clerical, serves as an administrative assistant/secretary to the Prosecutor and/or his/her designee, as well as being responsible for payroll. This position requires emphasis on legal document preparation and typing, familiarity with legal terminology and absolute confidentiality; and
- WHEREAS,** It is important that this position be filled prior to the current employee leaving, so that there can be a seamless transition; and
- WHEREAS,** WHEREAS, This is a full time position with benefits and funds exist within the Prosecutor's 2022 budget to cover this position; Therefore, Be It
- RESOLVED** That the Bay County Board of Commissioners authorizes posting/filling a Senior Legal Secretary vacancy in the Prosecutor's Office Prosecutor vacancy (full time; \$17.10/hr. entry); Be It Further
- RESOLVED** That authorization is granted to post/fill vacancies resulting from moves within a department whereby a Board approved vacancy was filled from staff within the department creating another vacancy in the same department, monies for said positions to come from the respective departmental budgets; Be It Further
- RESOLVED** That in the event individuals hired to fill approved vacancies prove to be unqualified or no longer want the position, the Personnel Director is authorized to post/fill the previously approved vacancy within a 60 day time period; Be It Further
- RESOLVED** That budget adjustments, if required, are approved; Be It Further
- RESOLVED** That it is clearly understood that any positions funded through a grant shall be terminated or hours reduced if grant funding is terminated or reduced.

JAYME A. JOHNSON, CHAIR
AND COMMITTEE

Prosecutor - Legal Secretary Vacancy

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MARIE FOX				KIM J. COONAN				JAYME A. JOHNSON			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____ NO ACTION TAKEN _____

BAY COUNTY PROSECUTING ATTORNEY

NANCY E. BORUSHKO

TO: Jayme A. Johnson
Chair, Personnel/Human Services Committee

FROM: Nancy E. Borushko *NEB*
Bay County Prosecutor

RE: Request to fill a Legal Secretary position

DATE: March 11, 2022

Request: To be placed on the Agenda for the next Personnel/Human Services Committee.

Background: Request to replace a Legal Secretary, a TU-07 position, due to an employee taking a different position within the County.

A Legal Secretary works as a clerical assistant to an Attorney practicing for the County, with emphasis on legal document preparation and typing. The work requires a familiarity with legal terminology and absolute confidentiality.

Finance: This is a full-time position with benefits. Funds exist within the current Prosecutor budget.

Recommendation: Please refer to the full Board for approval to fill this position.

cc: Tiffany Jerry, Personnel Director
Tom Herek, Board Chairman
Chris Izworski, Finance Officer
Kim Priessnitz, Asst. Finance Officer
Amber Johnson, Corporation Counsel

BAY COUNTY COURT FACILITY, 1230 WASHINGTON, STE. 768, BAY CITY, MI 48708

TELEPHONE (989) 895-4185 FAX: (989) 895-4167
TDD [HEARING IMPAIRED] (989) 895-2059

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BAY COUNTY BOARD OF COMMISSIONERS

APRIL 19, 2022

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (4/19/2022)

WHEREAS, Due to a transfer to another department, the Bay County Prosecutor wishes to fill a Legal Secretary vacancy in the Prosecutor's Office; and

WHEREAS, This is a full time position with benefits and funds exist within the Prosecutor's 2022 budget to cover this position; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners authorizes posting/filling a Legal Secretary vacancy in the Prosecutor's Office Prosecutor vacancy (full time; \$15.54/hr. entry); Be It Further

RESOLVED That authorization is granted to post/fill vacancies resulting from moves within a department whereby a Board approved vacancy was filled from staff within the department creating another vacancy in the same department, monies for said positions to come from the respective departmental budgets; Be It Further

RESOLVED That in the event individuals hired to fill approved vacancies prove to be unqualified or no longer want the position, the Personnel Director is authorized to post/fill the previously approved vacancy within a 60 day time period; Be It Further

RESOLVED That budget adjustments, if required, are approved; Be It Further

RESOLVED That it is clearly understood that any positions funded through a grant shall be terminated or hours reduced if grant funding is terminated or reduced.

JAYME A. JOHNSON, CHAIR
AND COMMITTEE

Prosecutor - Legal Secretary Vacancy

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MARIE FOX				KIM J. COONAN				JAYME A. JOHNSON			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____ NO ACTION TAKEN _____



BAY COUNTY EMPLOYEES' RETIREMENT SYSTEM
BAY COUNTY VOLUNTARY EMPLOYEES' BENEFICIARY ASSOCIATION
BAY COUNTY BUILDING
515 CENTER AVENUE
BAY CITY, MICHIGAN 48708-5128

Christopher Izworski
Secretary

BOARD OF TRUSTEES
Steven Gray, Chairperson
Marie Fox
Kristal Gonzales
Thomas Herek
Jon Morse
Matthew Pett
Thomas Ryder
Sandy Shutt
Shawna Walraven

ADMINISTRATIVE STAFF
Jennifer Davenport
Jillian Rose
(989) 895-4043
FAX (989) 895-2076

TO: Jayme Johnson, Chair, Personnel and Human Services Committee

FROM: Jennifer Davenport, Retirement Administrator

DATE: April 5, 2022

RE: Military Service Time – Arthur Kleinert, Sheriff Group

Enclosed you will find the request from Arthur Kleinert to purchase his active military service time for a total of seven (7) months between October 2004 and May 2005.

I have all the required documents needed to process this request.

March 10, 2022

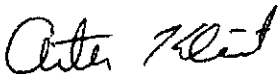
Personnel Committee:

I, Arthur Kleinert, an employee of the Bay County Sheriff's Office, would like to request to purchase my military service credit from October 2004 through May 2005. I have all of the necessary documents filed with Jennifer Davenport, Retirement Administrator.

Thank you for your consideration in approving this purchase of this military service time.

Sincerely,

Arthur Kleinert

A handwritten signature in cursive script, appearing to read "Arthur Kleinert", written in dark ink.

BAY COUNTY BOARD OF COMMISSIONERS

APRIL 19, 2022

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (4/19/2022)

WHEREAS, Arthur Kleinert employee of Bay County Sheriff's Office, wishes to purchase seven (7) months between October 2004 and May 2005 of his active military service credit for retirement purposes; and

WHEREAS, All of the required documents have been filed by Arthur Kleinert with the Bay County Retirement Administrator; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the request of Arthur Kleinert for the purchase of seven (7) months between October 2004 and May 2005 of his active military service credit for retirement purposes.

JAYME A. JOHNSON, CHAIR
AND COMMITTEE

Retirement - Dustin Box - Purchase of Active Military Time

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MARIE FOX				KIM J. COONAN				JAYME A. JOHNSON			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____

AMENDED _____ CORRECTED _____ REFERRED _____ NO ACTION TAKEN _____

BAY COUNTY BOARD OF COMMISSIONERS

515 CENTER AVENUE, SUITE 405, BAY CITY, MICHIGAN 48708-5125

(989) 895-4120 FAX (989) 895-4226

e-mail address: bergerd@baycounty.net

www.baycounty-mi.gov



THOMAS M. HEREK
CHAIRMAN
5TH DISTRICT

VAUGHN J. BEGICK
VICE CHAIRMAN
3RD DISTRICT

KAYSEY L. RADTKE
SERGEANT AT ARMS
6TH DISTRICT

MARIE FOX
1ST DISTRICT

ERNIE KRYGIER
2ND DISTRICT

KIM J. COONAN
4TH DISTRICT

JAYME A. JOHNSON
7TH DISTRICT

ROBERT J. REDMOND
FINANCIAL ANALYST
(989) 895-4125
redmondr@baycounty.net

DEANNE C. BERGER
BOARD COORDINATOR
(989) 895-4121
bergerd@baycounty.net

To: Jayme Johnson, Chair, Personnel/Human Services Committee

From: Deanne Berger, Board Coordinator

Date: April 13, 2022

Re: Personnel/Human Services Committee Agenda

Please consider the following for the agenda of your committee meeting scheduled for April 19, 2022.

Request (Vacancy):

Approval to hire temporary employees to fulfill scanning of historical Board Resolutions.

Background:

Throughout the years, the Bay County Board resolutions have been drafted in various formats. As technology advanced the format of the resolutions has advanced as well, however, there are several decades of resolutions in paper form making it difficult and sometimes impossible to locate resolutions from previous years and decades. Implementing Onbase allows the ability to convert the paper files (and other electronic forms), into searchable documents for both ease of research and long-term storage capacity. This will be a complex and time-consuming process and the intention is to begin utilizing temporary help as soon as possible in an effort to conclude the project by year end if possible. This need has become increasingly more important for succession planning.

Finance/Economics:

Due to the complexity of the process and the unknowns involved in hiring temporary employees who have some understanding of the legislative process, as well as the time commitment for this project, the amount of pooled funds requested for 2022 should not exceed \$100,000 in temporary help/equipment to begin the task of scanning and converting decades worth of resolutions and board documents. Funds are not budgeted in the 2022 budget and additional General Funds are necessary.

Recommendation:

Please refer to the full board for approval to hire temporary help and approve necessary budget adjustments.

cc: Jim Barcia
Tiffany Jerry
Amber Davis-Johnson
Kim Priessnitz
Chris Izworski

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BAY COUNTY BOARD OF COMMISSIONERS

APRIL 19, 2022

RESOLUTION

- BY: PERSONNEL/HUMANS SERVICES COMMITTEE (4/19/2022)
- WHEREAS, Throughout the years, the Bay County Board resolutions have been drafted in various formats and as technology advanced, the format of the resolutions has advanced as well; and
- WHEREAS, However, there are several decades of resolutions in paper form making it difficult and sometimes impossible to locate resolutions from previous years and decades; and
- WHEREAS, Implementing Onbase allows the ability to convert the paper files (and other electronic forms), into searchable documents for both ease of research and long-term storage capacity; and
- WHEREAS, The conversion process will be a complex and time-consuming and the intention is to begin utilizing temporary help as soon as possible in an effort to conclude the conversion project by year end if possible. This need has become increasingly more important for succession planning; and
- WHEREAS, Due to the complexity of the process and the unknowns involved in hiring temporary employees who have some understanding of the legislative process, as well as the time commitment for this project, the amount of pooled funds requested for 2022 should not exceed \$80,000 in temporary help to begin the task of scanning and converting decades worth of resolutions and board documents; and
- WHEREAS, Funds are not budgeted in the 2022 budget and additional General Funds are necessary; Therefore, Be It
- RESOLVED That the Bay County Board of Commissioners hereby appropriates up to \$80,000 in pooled funds in 2022 for temporary help to begin the task of scanning and converting decades worth of resolutions and board documents; Be It Further
- RESOLVED That authorization is granted to hire temporary help for the document scanning project; Be It Finally
- RESOLVED That related budget adjustments, if required, are approved.

JAYME A. JOHNSON, CHAIR
AND COMMITTEE

Board of Commissioners - Document Scanning Project

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MARIE FOX				KIM J. COONAN				JAYME A. JOHNSON			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____ NO ACTION TAKEN _____

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BAY COUNTY TRANSPORTATION PLANNING

515 Center Avenue, Suite 504
Bay City, Michigan 48708

DOMINIC PAVONE

Transportation Planner/GIS Manager
pavoned@baycounty.net

Phone (989) 895-4244

Fax (989) 895-4068

TDD (989) 895-4049

<http://www.baycounty-mi.gov>

**JAMES A. BARCIA**

County Executive

LAURA OGAR, DIRECTOR

ogarl@baycounty.net

Community Initiatives

Geographic Information Systems

Gypsy Moth Suppression Program

Mosquito Control

Transportation Planning

MEMORANDUM

DATE: April 12, 2022

TO: Commissioner Jayme Johnson, Chair
Personnel and Human Resources Committee

FROM: DP Dominic Pavone, Transportation Planner
Environmental Affairs & Community Development

RE: Informational Item; Proposed 2023-2026 Transportation Improvement Plan for the Bay City Area Transportation Study Area, out for Public Notice

Bay County's Transportation Planning office, which serves as the Bay City Area Transportation Study (BCATS) works with local and state road agencies for long term planning and prioritization of transportation projects for our urbanized area. The Transportation Improvement Plan (TIP), which identifies proposed road, bridge, transit, non-motorized transit, and regionally significant projects for FY 23-24-25-26 is out for public notice. The 30-day public comment period is April 25, 2022 thru May 24, 2022. You may view the proposed TIP on the Bay County website at www.baycounty-mi.gov/transportation or at the Transportation Planning Office in the Bay County Environmental Affairs and Community Development Department on the 5th Floor of the Bay County Building, 515 Center Avenue, Bay City, MI 48708. The public is encouraged to submit written comments to BCATS by emailing them to Dominic Pavone, Bay County Transportation Planner/GIS Manager at pavoned@baycounty.net or by mail to 515 Center Avenue, Suite 504, Bay City, MI 48708. Please submit your comments by no later than May 24, 2022.

We are also hosting an Open House to discuss the TIP, which will be held on Wednesday, May 4, 2022 from 4:00 p.m. to 7:00 p.m. in room #128 in the Bay County Community Center Located at 800 John F. Kennedy Drive, Bay City, MI 48706. Everyone is more than welcome to attend.

-/6-



1200 Washington Avenue Bay City, Michigan 48708
PHONE (989) 895-4009/FAX (989) 895-4014/TDD (989) 895-4049
www.baycounty-mi.gov/Health

James A. Barcia
Bay County Executive

Joel R. Strasz
Public Health Officer

TO: Jayme Johnson, Chairperson, Personnel/Human Services Committee
FROM: Melissa Opheim, Public Health Services Division Manager/EPC
DATE: April 13, 2022
CC: James Barcia, Joel Strasz, Chris Izworski, Kim Priessnitz, Mark Pickell
RE: Travel Request for 2022 National Tuberculosis Conference

BACKGROUND:

A Communicable Disease Nurse (Emily Nelson) has been approved by the Michigan Department of Health and Human Services (MDHHS) for the current fiscal cycle to attend the National Tuberculosis Conference (NTC) being held in Palm Springs, California the week of May 23rd. The Communicable Disease Division within MDHHS has offered to fully fund one staff member from each local health department to attend this conference. Additionally, it has been requested of MDHHS that if a local health department declines this funding opportunity that Bay County Health Department is seeking approval to send two CD Nurses to the conference.

The 2022 NTC, the first to be held in-person in three years, is an excellent opportunity to learn about cutting-edge TB science, clinical, and programmatic advances from national subject matter experts. In addition to these educational opportunities, the conference will provide participants with important networking and relationship-building opportunities that are beneficial to individual TB program staff and to the functioning of the larger U.S. TB program. Additionally, the conference has developed an educational agenda that includes important updates on new TB treatments, continued concerns about TB-COVID coinfections and the psychosocial impacts of isolation on individuals with TB, special populations impacted by TB (including pregnant women and children/adolescents). With the continued TB and LTBI (latent tuberculosis infection) cases on the rise in recent years, and particularly in Bay County, this is an excellent opportunity for staff member(s) to attend.

FINANCIAL CONSIDERATIONS:

There are no direct costs for this travel request. All expenses have been approved and will be covered by MDHHS Communicable Disease Division funding allocation, including funding for one to two CD nurses to attend.

RECOMMENDATION

The Health Department recommends that the Board of Commissioners approve the travel request and any necessary budget adjustments.

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BAY COUNTY BOARD OF COMMISSIONERS

APRIL 19, 2022

RESOLUTION

- BY:** PERSONNEL/HUMAN SERVICES COMMITTEE (4/19/2022)
- WHEREAS,** A Communicable Disease Nurse (Emily Nelson) has been approved by the Michigan Department of Health and Human Services (MDHHS) for the current fiscal cycle to attend the National Tuberculosis Conference (NTC) being held in Palm Springs, California the week of May 23rd; and
- WHEREAS,** The Communicable Disease Division within MDHHS has offered to fully fund one staff member from each local health department to attend this conference; and
- WHEREAS,** Additionally, it has been requested of MDHHS that if a local health department declines this funding opportunity that Bay County Health Department is seeking approval to send two CD Nurses to the conference; and
- WHEREAS,** The 2022 NTC, the first to be held in-person in three years, is an excellent opportunity to learn about cutting-edge TB science, clinical, and programmatic advances from national subject matter experts and, in addition to these educational opportunities, the conference will provide participants with important networking and relationship-building opportunities that are beneficial to individual TB program staff and to the functioning of the larger U.S. TB program; and
- WHEREAS,** The conference has also developed an educational agenda that includes important updates on new TB treatments, continued concerns about TB-COVID coinfections and the psychosocial impacts of isolation on individuals with TB, special populations impacted by TB (including pregnant women and children/adolescents); with the continued TB and LTBI (latent tuberculosis infection) cases on the rise in recent years, and particularly in Bay County, this is an excellent opportunity for staff member(s) to attend; and
- WHEREAS,** There are no direct costs for this travel request as all expenses have been approved and will be covered by MDHHS Communicable Disease Division funding allocation, including funding for one to two CD nurses to attend; Therefore, Be It
- RESOLVED** That the Bay County Board of Commissioners approves the travel request as outlined for the 2022 National Tuberculosis Conference; Be It Further
- RESOLVED** That related budget adjustments, if required, are approved.

JAYME A. JOHNSON, CHAIR
AND COMMITTEE

Health Dept - 2022 National Tuberculosis Conference - Travel Request

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MARIE FOX				KIM J. COONAN				JAYME A. JOHNSON			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____ NO ACTION TAKEN _____



**BAY COUNTY
PERSONNEL DEPARTMENT**

James A. Barcia
County Executive

Tiffany Jerry
Director
jerryt@baycounty.net

To: Jayme Johnson, Chair, Personnel/Human Services Committee

From: Tiffany Jerry, Director of Personnel and Employee Relations

Date: April 13, 2022

Re: **Personnel/Human Services Committee Agenda**

Please consider the following items for the agenda of your committee meeting scheduled for April 19, 2022.

1. **Request (Vacancy):**

Ryan Gale has submitted a request to hire a full-time 9-1-1 dispatcher with Bay County Central Dispatch, if needed.

Background:

Due to the high turnover and the nature of 9-1-1 dispatcher positions, this is an attempt to maintain minimum staffing levels at Central Dispatch.

Finance/Economics:

Full-time position with benefits as provided for within the GELC labor agreement, although union membership is voluntary. Entry level rate of pay is \$16.33 per hour. Funds exist within the current existing budget.

Recommendation:

Please refer to the full board for approval to hire a full-time 9-1-1 dispatcher, if needed.

2. **Request (Vacancy):**

Beth Eurich has submitted a request to post and fill a part-time In-Home Service Worker within the Department on Aging.

Background:

The current employee has transferred to the on-call position.

Finance/Economics:

This is a part-time position with benefits as provided for within the USW part-time labor agreement, although union membership is voluntary. Entry rate of pay is \$11.13 per hour progressing to \$12.80 per hour after 4 years. (TS03). This is an existing, budgeted part-time position.

Recommendation:

Please refer to the full board for approval to hire a part-time In-Home Services Worker.

3. **Request (Vacancy):**

Beth Eurich has submitted a request to post and fill a full-time Case Manager position within the Department on Aging.

Background:

The current employee has resigned effective 4/11/2022.

Finance/Economics:

This is a full-time position with benefits as provided for within the BCAMPS labor agreement, although union membership is voluntary. Rate of pay is \$19.39 per hour progressing to \$22.13 per hour after 3 years (PB05). This is an existing, budgeted full-time position.

Recommendation:

Please refer to the full board for approval to hire a Case Manager.

Thank you for your consideration and approval of any necessary budget adjustments related to the aforementioned requests. If you have any questions or concerns, please feel free to contact me.

cc: Jim Barcia
Amber Davis-Johnson
Kim Priessnitz
Chris Izworski
Ryan Gale
Beth Eurich



**BAY COUNTY
DEPARTMENT ON AGING**

**James A. Barcia
County Executive**

Beth Eurich, LBSW
Director

euriche@baycounty.net

April 7, 2022

To: Tiffany Jerry
Personnel Director

From: Beth Eurich, LBSW 
Bay County Department on Aging Director

Request:

To post and fill one Part-time In-home Services position.

Background:

The current Part-time employee will be moving to On-call In-home Services position.

Finance/Economics:

This is a Part-time position with benefits as provided for within the Part-time position Steel Workers Union agreement, although union membership is voluntary. Rate of pay \$11.13 (TU03) per hour progressing to \$12.80 (TU03) per hour, after 3 years. It is an existing, budgeted Part-time position.

Recommendation:

To post and fill the Part-time In-home Services position. Additionally, if this position is filled with an Internal candidate, requesting permission to post and fill (yet to be determined) vacancy as well.



**BAY COUNTY
DEPARTMENT ON AGING**

**James A. Barcia
County Executive**

4/11/2022

To: Tiffany Jerry
Personnel Director

From: Beth Eurich, LBSW 
Bay County Department on Aging Director

Request:

To post and fill Full-time Case Manager position.

Background:

Employee has tendered her resignation as of 4/11/2022.

Finance/Economics:

This is a Full-time Position with benefits as provided for within BCAMPS, although union membership is voluntary. Rate of pay \$19.39 per hour (PB05), progressing to \$22.13 per hour (PB05), after 3 years. It is an existing, budgeted Full-time position.

Recommendation:

To post and fill Full-time Case Management position. Additionally, if this position is filled with an internal candidate, requesting permission to post and fill (yet to be determined) vacancy as well.

BAY COUNTY BOARD OF COMMISSIONERS

APRIL 19, 2022

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (4/19/2022)

RESOLVED By the Bay County Board of Commissioners that concurrence is given to post/advertise/fill the following full time/part time/temporary/seasonal or co-op positions/vacancies/new positions, monies for said positions to come from the respective departmental budgets:

A. VACANCIES (BUDGETED)

- 1 9-1-1 Central Dispatch: Dispatcher (full time; \$16.17/hr. entry)
2. Department on Aging
 - a. In-Home Service Worker (part time; \$11.13/hr. entry)
 - b. Case Manager (full time; \$19.39/hr. entry)

RESOLVED That authorization is granted to post/fill vacancies resulting from moves within a department whereby a Board approved vacancy was filled from staff within the department creating another vacancy in the same department, monies for said positions to come from the respective departmental budgets; Be It Further

RESOLVED That in the event individuals hired to fill approved vacancies prove to be unqualified or no longer want the position, the Personnel Director is authorized to post/fill the previously approved vacancy within a 60 day time period; Be It Further

RESOLVED That budget adjustments, if required, are approved; Be It Further

RESOLVED That it is clearly understood that any positions funded through a grant shall be terminated or hours reduced if grant funding is terminated or reduced.

JAYME A. JOHNSON, CHAIR
AND COMMITTEE

Vacancies - April

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MARIE FOX				KIM J. COONAN				JAYME A. JOHNSON			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____ NO ACTION TAKEN _____

OFFICE OF ASSIGNED COUNSEL
MONTHLY REPORT
FEBRUARY, 2022

				2020	2021	2022
Total Number of Arraignments:				293	251	175
C.C. VOP/PPO	7	Misd.	41			
Felony	52	Traffic	42			
		Arraign. Only	12			
		FTA/FTP/VOB	13			
		Misc. Arraign.	8			
Total Number of Referrals:				228	200	172
C.C. VOP/PPO	7	Misd.	53			
Felony	60	Traffic	51			
Total Number of New Assignments:				197	160	142
C.C. VOP/PPO	5	Misd.	48			
Felony	44	Traffic	45			
Total Number of Defendants Currently Representing - Assigned on New Charges:				22	38	29
C.C. VOP/PPO	2	Misd.	5			
Felony	16	Traffic	6			
Total Number of Defendants denied Court Appointed Counsel:				9	2	1
C.C. VOP/PPO	0	Misd.	1			
Felony	0	Traffic	0			

ARRAIGNMENTS

JEFF MARTIN

Total Arraignments:				104
Felonies	32	Settled 3		
Misd.	24			
Traffic	31			
Arraign. Only	9			
FTA/FTP/VOB	8			

GARSKE/HEWITT

Total Arraignments:				56
Felonies	20	Settled 1		
Misd.	17			
Traffic	11			
Arraign. Only	3			
FTA/FTP/VOB	5			

CIRCUIT COURT

Total Arraignments:				7
C.C. VOP/PPO	7			

ASSIGNMENTS

There were a total of 171 defendants assigned

CRIMINAL DEFENSE OFFICE

	2020	2021	2022
New Assignments:	95	71	43

Felones	0
C.C. VOP/PPO	0
Misd.	23
Traffic	20

There were a total of 142 NEW assignments on felonies, misdemeanors, traffic & violations of probation, which the Criminal Defense Office was assigned.
43 or 30%

	2020	2021	2022
Defendants Currently Representing - Assigned on New Charges:	11	26	7

Felones	4
C.C. VOP/PPO	0
Misd.	1
Traffic	2

PUBLIC DEFENDER OFFICE

	2020	2021	2022
New Assignments:	89	86	73

Felones	25
C.C. VOP/PPO	2
Misd.	24
Traffic	22

Arraigned 2

There were a total of 142 NEW assignments on felonies, misdemeanors, traffic & violations of probation, which the Public Defender's Office was assigned.
73 or 51%

	2020	2021	2022
Defendants Currently Representing - Assigned on New Charges:	9	11	16

Felones	9
C.C. VOP/PPO	1
Misd.	2
Traffic	4

Arraigned 2
Arraigned 1

PRIVATE COUNSEL

	2020	2021	2022
New Assignments:	10	3	26

Felones	19
C.C. VOP/PPO	3
Misd.	1
Traffic	3

Arraigned 3
Arraigned 1

There were a total of 142 NEW assignments on felonies, misdemeanors, traffic & violations of probation, which the Private Counsel was assigned.
26 or 18%

	2020	2021	2022
Defendants Currently Representing - Assigned on New Charges:	2	1	6

Felones	3
C.C. VOP/PPO	1
Misd.	2
Traffic	0

Arraigned 1

-25-